

**DETAIL OF EXPENDITURE
PAID BY PETTY CASH**

Date: _____

Description: _____ Amount: \$ _____

Description: _____ Amount: \$ _____

Description: _____ Amount: \$ _____

Description: _____ Amount: \$ _____

Description: _____ Amount: \$ _____

Description: _____ Amount: \$ _____

Description: _____ Amount: \$ _____

Description: _____ Amount: \$ _____

Description: _____ Amount: \$ _____

Description: _____ Amount: \$ _____

TOTAL \$ _____

I hereby certify that the above statement is true and correct.

Reimbursement
Requested By: _____

Supervisor's Signature: _____

Cash Received By: _____

Custodian's Initials: _____